

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☒ NEW POSITION ☐ EXISTING POSITION

Agency  
Number

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)	
3. Division Strategic Development			12. Proposed Class Title Professional and Organizational Development Manager (PSEII)	
4. Section	For Use By Personnel Office	13. Allocation		
5. Unit Training		14. Effective Date		
6. Location (address where employee works)  City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By: Date: By:		

Position  
Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

Strategic Development has reorganized positions as part of broader agency reorganization. This position will assist the Director of Strategic Development with the management of professional and organizational development, particularly with regard to agency training structure and oversight. This is a supervisory position.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Beth Gunsalus	Director, Strategic Development	

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Beth Gunsalus	Director, Strategic Development	

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Under direction of the Director of Strategic Development, broad outlines are given for assignments with professional latitude in the development and management of a centralized and standardized agency training structure, management of agency training activities, promotion of practices that bring about positive organizational change and guiding agency training services.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
40%	E	Works with Director of Strategic Development and consultants to develop and implement a centralized and standardized agency training structure, including developing and establishing standards to evaluate the effectiveness of staff and designing initiatives to assist staff in developing and improving job skills.
	E	Meets with superiors to obtain information and direction and discuss problems relating to administration of services or program content and objectives.
	E	Confers with agency staff to explain, interpret and discuss training programs, laws, rules, regulations, policies and directives; establishes goals and finalizes plans, determines adequacy of services and resolves special problems as related to agency training.
25%	E	Supervises Training and Curriculum Specialist and Regional Training Coordinators
	E	Plans, organizes, delivers and directs diverse agency training activities, interprets and directs the application of policies and guidelines
	E	Oversees the Behavioral Sciences Regulatory Board pre-approval course process for the agency
20%	E	Promotes awareness of total quality management practices including a commitment to bring about positive organizational change through the use of processes, tools, education, recognition, and communication; fosters teamwork using a disciplined problem solving and decision making approach
	E	Promotes public awareness of program(s); responds to the public's requests concerning agency procedures and applicable laws; cooperates with public or community groups in planning and providing effective program services
15%	E	Interfaces with information resource management to gather data, study processes, and identify problems and to utilize technological analytical tools for the purpose of formulating solutions
	M	Serves on the State Training Action Team
	M	Other duties as assigned

- 
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( x ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Name**

**Title**

**Position Number**

Positions currently in development:

Training and Curriculum Specialist

4 Regional Training Coordinators

- 
23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( x ) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

This position has responsibilities in several critical areas that have agency-wide tangibility including all aspects of training, Grants and Contracts, Financial Management, Communications, Legal and all program areas. Also, responsibilities include tangibility to external State of Kansas agencies, contractors and community partners. This position provides daily acute support to the Director of Strategic Development and the division. Ineffective management and delivery of agency training services could negatively affect the execution of entire agency policies and practices and result in diminished program area effectiveness.

- 
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contact with a broad range of agency staff, community representatives, consultants, subject matter experts, and instructional design professionals for work regarding professional and organizational development. Regular contact with external State of Kansas agencies staff with regard to professional and organizational development.

- 
25. What hazards, risks or discomforts exist on the job or in the work environment?

Frequent exposure to computer terminals, keyboards and mouse usage. Frequent and prolonged sitting and/or standing. Occasional lifting of training supplies and arranging of meeting rooms

---

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Personal Computer and Printer - used daily

Copy Machine - used daily

Telephone - used daily

Facsimile Machine - as need arises

As needed:

Computers

Presenters

Microphones – Lapel/Hand Held

Conference Phones – Large and Small

Electronic Screen

DVD/VCR Player

In-Focus Machine

Overhead Projector

Speaker System

---

### **PART III - To be completed by the department head or personnel office**

---

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Two years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

---

Education or Training - special or professional

---

Licenses, certificates and registrations

---

Special knowledge, skills and abilities

Knowledge of business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership technique and coordination of people and resources. Knowledge of principles and methods for curriculum and training design and measurement of training effects.

---

Experience - length in years and kind

---

**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

---

---

Signature of Employee

---

Date

---

Signature of Personnel Official

---

Date

**Approved:**

---

Signature of Supervisor

---

Date

---

Signature of Agency Head or  
Appointing Authority

---

Date